

24 JANUARY 2000



Safety

**SAFETY INVESTIGATION BOARD
PROCEDURES****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 89 AW/SE (Capt Conmy)
Supersedes AAFBR 127-3, 10 July 1992

Certified by: 89 AW/DS (Lt Col Jensen)
Pages: 5
Distribution: F

This instruction establishes procedures for initiating investigations of military Class A and B Flight Mishaps in the Andrews AFB area of responsibility. It applies to all USAF units on Andrews AFB. Personnel who have been designated as potential interim Safety Investigation Board (SIB) members must be familiar with this regulation. This regulation implements the requirements for a Mishap Response Plan/Pre-Accident Plan as specified in AFI 91-202.

1. General. The Commander, 89th Airlift Wing, controls interim Safety Investigation Boards through the 89 AW Flight Safety Office (89 AW/SE). The 89 AW/SE schedules training for interim SIB members in accordance with Air Force and AMC directives. Only properly trained and designated personnel may serve as interim SIB members. If interim SIB support is desired by either USN/USNR or USMCR flying units, it will be requested and provided in accordance with the Inter-Service Support Agreement (ISA) in being at the time of the mishap.

2. Initial Reactions To Aircraft Accidents:

2.1. Initial response to aircraft accidents is provided through the Disaster Response Force (see AAFB OPLAN 32-1). The responsible fire chief makes the determination as to when the crash scene is safe for initial rescues and investigation efforts. Prompt access to, and treatment of surviving casualties takes precedence over all investigative considerations. Once all surviving casualties have been removed from the scene, the On-Scene Commander (OSC) must prevent further disturbance of physical evidence to the maximum extent possible. Wreckage must not be moved after a mishap unless it constitutes a hazard (see AFI 91-204). The OSC can provide additional valuable assistance to the investigative process by attempting to identify persons who may have witnessed the mishap in the vicinity of the crash, and making the identities of these potential witnesses known to the interim SIB president as soon as possible.

2.2. Andrews Command Post advises 89 AW/CC and 89 AW/SE immediately upon learning of an aircraft accident. The 89 AW/CC directs the appointment of an interim SIB president; the 89 AW/SE

ensures that the designated interim SIB president is informed immediately, and advises him/her of potential board members available. The president determines who will participate in the interim SIB, and 89 AW/SE calls the designated people. The message should consist of:

2.2.1. The designated assembly point.

2.2.2. Reporting time.

2.2.3. Recommended personal provisions (warm clothing, wet-weather gear, a small snack, etc.).

2.3. If required, 89 AW/SE makes immediate telephonic notification of the accident to the National Transportation Safety Board (NTSB) or the Federal Aviation Administration (FAA), as appropriate (see AFI 91-204). If NTSB or FAA advises that they will conduct or participate in the investigation, refer to AFJI 91-206 for procedures to be followed.

2.4. The 89 AW/SE will provide assistance to Andrews Command Post in the drafting of any OPREP-3 reports required during the initial stages of mishap notification, if manning permits. OPREP-3 reports are highly time-sensitive, and frequently provide initial notification of an aircraft mishap to higher headquarters before the 8-hour message report required under AFI 91-204 can be transmitted. Senders of mishap-related OPREP-3 reports must exercise extreme care to avoid providing any information beyond the minimum required to satisfy reporting obligations. In particular, OPEP-3 reports must avoid making any premature statements of mishap cause (or even possible causes) of the mishap. Refer all inquiries from higher headquarters to the interim SIB president.

2.5. The interim SIB president assembles the other interim SIB members in the 89 AW conference room (or other designated assembly point). SIB MEMBERS MUST REFRAIN FROM PROCEEDING IMMEDIATELY TO THE CRASH SITE. The 89 AW/SE will distribute investigation material to the interim SIB members during their initial assembly. The interim SIB president may direct one or more of the interim SIB members to proceed to the crash site after initial discussion of investigative tasks is completed, and equipment and support needs are established. Once the interim SIB members are briefed, the interim SIB president will advise the Contingency Support Staff/Crisis Action Team of:

2.5.1. The names, ranks, and SIB positions of all interim SIB members.

2.5.2. Which (if any) interim SIB members will proceed immediately to the crash site.

2.6. The OSC will issue crash passes to the designated interim SIB members if they arrive before he/she relinquishes control of the site to the SIB president. Interim SIB members who proceed to the site in advance of the interim SIB president must limit their initial actions to collection of witness statements, securing of photographs, and area walk-throughs unless there is an urgent need to conduct more extensive investigation actions immediately. Every effort must be made to minimize disturbance of wreckage for any reason until initial photography is complete; perishable evidence relating to component locations and positions may be irretrievably lost if this procedure is not followed. The OSC retains control of the crash site until the interim SIB president is ready to accept it.

3. Interim Sib Member Responsibilities:

3.1. President:

3.1.1. Reviews the initial OPREP-3 report sent out by Andrews Command Post.

3.1.2. Directs and oversees all investigative actions and interim SIB members.

- 3.1.3. Takes control of the accident scene when it is released by the OSC.
- 3.1.4. Ensures wreckage is not moved unless it constitutes a hazard.
- 3.1.5. Convenes a formal meeting of all SIB members between 4 and 7 hours after the mishap (when practical) to assess initial responsive actions, status of investigative efforts, and additional support needed, and to receive inputs for the 8-hour preliminary message report.
- 3.1.6. Prepares the 8-hour preliminary message report as required by AFI 91-204.
- 3.1.7. Requests base support for investigative requirements as necessary.
- 3.1.8. Reviews news release prior to their being issued. (Initial release of information is governed by AFI 35-105 and authorized by the OSC).
- 3.2. Investigating Officer (89 AW/SE):
 - 3.2.1. Assists the interim SIB president with coordination and supervision of investigative actions.
 - 3.2.2. Obtains and supervises photography. (If aerial photography is required, advise the interim SIB president to contact the 1st Helicopter Squadron Operations to request local helicopter support).
 - 3.2.3. Prepares accident diagram (coordinating with Civil Engineering DCG representative for surveyor assistance as required).
 - 3.2.4. Coordinates on all safety messages, plus OPREP-3 messages as directed by the interim SIB president.
 - 3.2.5. Ensures preservation of evidence.
 - 3.2.6. Assesses all possible cause factors.
 - 3.2.7. Requests impoundment of ATC and flight recorder (if installed) tapes.
 - 3.2.8. Obtains estimates of private property damage from the base claims representative as required by the interim SIB president.
- 3.3. Pilot Member (89 OPG/DOV or tenant):
 - 3.3.1. Impounds all training and standardization records of local crewmembers, or contact home base of aircraft to initiate these actions (for other than local aircraft).
 - 3.3.2. Determines crews qualifications, mission planning performed, route of flight followed, and other pertinent of perishable information relating to the mishap sortie.
 - 3.3.3. Obtains witness statement in accordance with AFI 91-204 at the direction of the SIB president.
 - 3.3.4. Checks status of airfield equipment (runway lights/VASI/beacon) as appropriate.
 - 3.3.5. Gathers relevant weather data including en route forecasts and current observation at the time of the mishap as appropriate.
 - 3.3.6. Impounds all relevant base operations logs, command post logs and tapes, passenger manifests, cargo manifests, or contact appropriate home and en route bases to initiate the actions;
 - 3.3.7. Assists the investigating officer and maintenance member upon request.

3.4. Maintenance member (89 LG or 1 HS/LG):

- 3.4.1. Impounds aircraft maintenance, inspection, historical, weight and balance, servicing, and other equipment records, or contacts home base of aircraft to initiate this action (for other than local aircraft).
- 3.4.2. Obtains fuel, oil, hydraulic fluid, and oxygen samples.
- 3.4.3. Prepares a statement of damage (for use in message reports);
- 3.4.4. Tag and identifies aircraft parts;
- 3.4.5. Ensures proper handling of components requiring teardown analysis;
- 3.4.6. Works with the interim SIB investigating officer to evaluate possible malfunctioning components (flight controls, engines, structural members, subsystems, etc.) which may point to further investigation requirements;
- 3.4.7. Assembles appropriate tech data on locally based mishap aircraft for use by the formal SIB maintenance member;
- 3.4.8. Assists in gathering of witness statements when practical.

3.5. Medical Officer (MGMC/SGP):

- 3.5.1. Implements investigative procedures described in AFP 127-1. Vol. 1 (to be superseded by AFPAM 91-211;
- 3.5.2. Ensures proper medical care is provided to all injured casualties;
- 3.5.3. Identifies fatalities in accordance with AFR 160-109;
- 3.5.4. Impounds crew/passenger medical records, or contacts homebase(s) of crew/passengers to initiate these actions (for other than local aircraft).
- 3.5.5. Investigates crew activities of passengers who may have had directed involvement in the mishap during the 72-hour period prior to the mishap, and investigates the activities of passengers who may have had direct involvement in the mishap during the 72-hour period prior to the mishap.
- 3.5.6. Directs removal of all fatalities/ remains of crewmembers.
- 3.5.7. Acts as interim SIB medical member until directed otherwise by HQ AMC/SG.
- 3.5.8. Accomplishes the medical evaluation of the scene in accordance with existing directives.
- 3.5.9. Notes condition of personal equipment and function of egress system as appropriate (requesting life support officer assistance as necessary.
- 3.5.10. Evaluates degree and causes of fatal and non-fatal injuries.

3.6. Recorder:

- 3.6.1. Arranges for formal SIB members' billeting and working facilities, including office equipment, telephones, and messing.
- 3.6.2. Collects and secures documentary evidence (records, witness statements, etc.) gathered by other interim SIB members.

3.6.3. Prepares to serve as formal SIB recorder (ensuring availability of forms, administrative support, transportation, etc.).

4. Andrews AFB Air Force Flying Unit Responsibilities:

4.1. Provide personnel as requested by 89 AW/CC/SE to serve on interim Safety Investigation Boards. (**NOTE:** Selected active duty personnel from 89 AW who are designated as interim SIB candidates will also be identified to HQ AMC as potential formal SIB members for world-wide investigations.).

4.2. Be prepared to provide investigative support airlift is required.

JAMES A. HAWKINS, Brig Gen, USAF
Commander